# Move Worker (Supervisory)

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## PURPOSE

This is for HR Partners to reassign employees from one Supervisory Organization to another Supervisory Organization.

Use this B.P. if you are ONLY moving the worker to another supervisory organization. If there needs to be additional changes to the position, or employee, you need to use the Change Job B.P.

Throughout this document, we will refer to moving workers … in all cases, this means workers and/or unfilled positions.
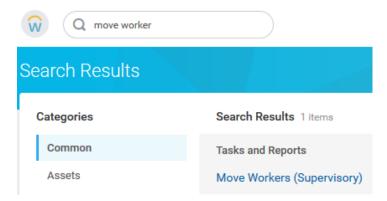
## LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
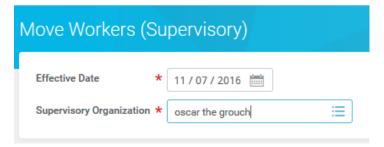3. Click Sign In (or press Enter).

## CHECKLIST

You will need the following items to move workers to a different supervisory organization:

☐ Current Supervisory Organization (Supervisor's Name or Employee ID)

☐ Effective Date

☐ Proposed Supervisory Organization (Supervisor's Name or Employee ID)

☐ Cost Center (home business unit)
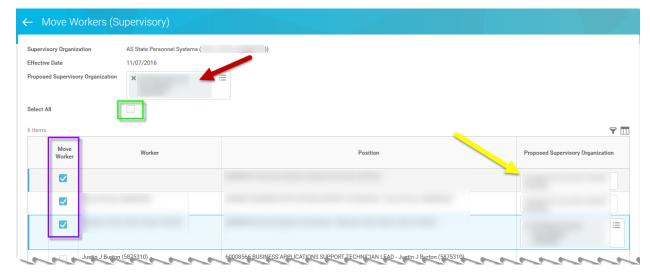
☐ Security Business Unit

## MOVE WORKER (SUPERVISORY)

1. Type move worker in the search field and press enter. Click the task for Move Workers (Supervisory).



2. On the next screen, select the Effective Date and current Supervisory Organization (Manager Name). Before clicking the search prompt for the Supervisory Organization, type some of the text for a quicker search (e.g., the supervisor's name or her/his Employee ID).

3. Be sure that the correct Supervisory Organization populates into the box … some managers have more than one Supervisory Organization.

4. Click OK.



5. If you are moving all workers to the same Supervisory Organization, type the Proposed Supervisory Organization at the top of the screen (red arrow), and check the box immediately below that to Select All (green box). (See the next item if all workers are not being moved to the same Supervisory Organization.) If you enter a Supervisory Organization into the Proposed Supervisory Organization at the top of the page, it will populate for all of the workers and vacant positions in the list that you check under Move Worker (purple box).

6. If you are only moving one, or some, of the workers, check the box in the Move Worker column to the left of the name for each worker you wish to move.

7. On the right side of the page, type the Proposed Supervisory Organization (or the manager's name or the manager's Emp ID) (see yellow arrow). Do not use the Proposed Supervisory Organization at the top of the screen if the workers are being moved to different Supervisory Organizations.
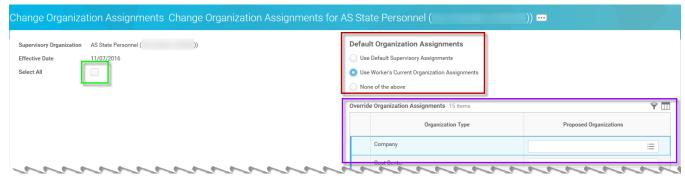
8. Click Submit.

You will be directed to the next step to Change Organization Assignments. Click Open.
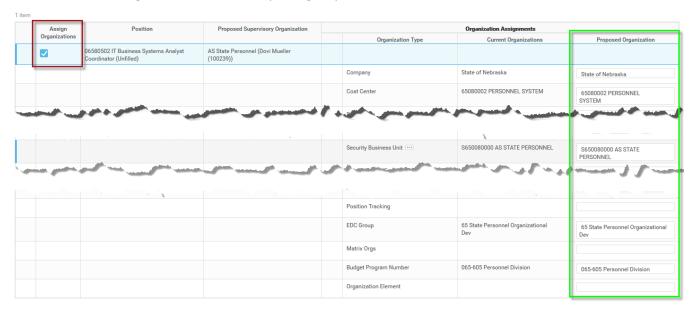


## ORGANIZATION ASSIGNMENTS

The next step is Change Organization Assignments. You should at least verify that the Cost Center and the Security Business Unit are correct for this move.

1. On this screen, in the Default Organization Assignments section, select one of the following (at the top right of the page, red box below):

   a. Use Default Supervisory Assignments.

   b. Use Worker's Current Organization Assignments. It is usually best practice to select this one.

   c. None of the Above.



2. If you are moving more than one worker, you can click Select All (green box, under Effective Date at the top left of the page), and then enter the correct Organization Assignments in the Override Organization Assignments section (purple box in screenshot above). If you type new Organization Assignments in the Override section, it will populate for all workers in the section at the bottom of the page (green box in screenshot on next page).

3. You can also change the Organization Assignments in the Proposed Organizations column in the section at the bottom of the screen for each worker individually. Be sure to check the Assign Organizations box for each worker (red box below).

    a. Company – should default to State of Nebraska; if not, please select it.

    b. Cost Center.

    c. Security Business Unit.

    d. You should also complete the following:

        i. Position Tracking (if your agency uses this item).

        ii. EDC Group.

        iii. Budget Program Number.

        iv. Organization Element (if your agency uses this item).



4. After completing this screen, choose one of the following options:

    a. Submit – to submit and complete the business process.

    b. Save for Later – to save your changes but not submit.

    c. Cancel – cancel the process.

## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email:        as.linkhelp@nebraska.gov

Phone:      402.471.6234